

**Ministry of Education**  
Transfer Payments and  
Financial Reporting Branch

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**Ministère de l'Éducation**  
Direction des paiements de transfert  
et des rapports financiers

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**2004: SB17**

**MEMORANDUM TO:** Business Administrators  
Section 68 School Authorities

**FROM:** Wayne Burtnyk  
Director  
Transfer Payments and Financial Reporting Branch

**DATE:** October 8, 2004

**SUBJECT:** 2003/2004 Financial Statements Forms for Section 68  
School Authorities

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I am pleased to inform you that the 2003-04 Financial Statements, related guides and instructions are now available through the Financial Statements link on the Financial Reporting website at: <http://tpfr.edu.gov.on.ca>.

#### Submission of Financial Reports

Section 68 School Authorities are required to submit two signed copies of the financial statements forms by January 31, 2005 to:

Ms. Diane Strumila  
Project Manager, Grant Services  
Transfer Payment and Financial Reporting Branch  
21st Floor, Mowat Block  
900 Bay Street  
Toronto, Ontario M7A 1L2

The electronic version of the financial statements file and of the notes to the financial statements are to be e-mailed by January 31, 2005 to the following mailbox:

[Financials@edu.gov.on.ca](mailto:Financials@edu.gov.on.ca)

If you have any questions on the above, please contact Doreen Lamarche at (613) 225-9210, Ext. 113.

A handwritten signature in dark ink, appearing to read "W. Burtnyk".

Wayne Burtnyk